



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 19
Date: September 27, 2013**

To: All Employees

From: MGT – Raymond Murphy

Subject: Vacancy – Refrigeration Mechanic (Re-advertisement)

OPEN TO: All Interested Candidates
POSITION: Refrigeration Mechanic – FSN-4; FP-AA
OPENING DATE: Friday, September 27, 2013
CLOSING DATE: Thursday, October 10, 2013
WORK HOURS: *Full-time; 40 hours/week*
SALARY: *Ordinarily Resident (OR): R\$ 28,286 annually. (Starting salary)
(Position Grade: FSN-4)
U.S. Citizens EFMs: US\$ 24,518 annually. (Starting salary) (Position
Grade: FP-AA)*

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED
WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Refrigeration Mechanic to work in the Facilities Maintenance Unit.

BASIC FUNCTION OF POSITION

The Refrigeration Mechanic is responsible for the installation, maintenance and repair of electric refrigeration and air conditioning equipment and systems for the U.S. Consulate General São Paulo compound and/or leased residences.

Major Duties and Responsibilities.

Under the working supervision of the Refrigeration Mechanic Foreman, incumbent is responsible for the performance of skilled journeyman level refrigeration and air-conditioning mechanical work. Involved in the installation, maintenance and repair of refrigeration and air conditioning equipment and systems of all types including, but not limited to industrial and residential refrigerators, freezers, cold storage equipment, dehumidifiers, water coolers, water distillers, a/c window and split units, and chilled

water air conditioning systems. Examines equipment or make diagnostic tests to determine the nature and extent of work necessary. Disassembles equipment and repairs or replaces defective parts, devices or components to correct malfunction. Uses all tools of the trade with dexterity.

Must be able to properly select products, refrigeration gases, tools and pieces related to the trade maintenance. Installations must include the selection of the appropriate equipment that should be used in each case. Must be able to select, install, and connect copper and PVC pipes and tubes on A/C and refrigeration installations. Must be able to select and use lead-free/ cadmium-free brazing materials, and asbestos-free gaskets, pipe sealant and insulation materials.

Incumbent also performs, as needed: welding, soldering and cutting equipment and various electric and other testing instruments. Periodically inspects, tests, cleans and services HVAC equipment. May drive motor vehicle to transport equipment tools, and materials to and from job sites.

Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required. Completion of professional technical course in refrigeration and air-conditioning such as those given by SENAI or equivalent institution is required.

EXPERIENCE: Work experience as a fully skilled journeyman level refrigeration mechanic is required. Specialization in computer driven electromechanical control systems, operating chillers and water cooling tower is required.

LANGUAGE: Level III (Good Working Knowledge) Portuguese in speaking/reading/writing is required. Level II (Basic Knowledge) English in speaking/reading/writing is required. *Language proficiency may be tested.*

KNOWLEDGE: Incumbent must have in depth knowledge of refrigeration systems, technical electric installations and maintenance regulations, electromechanical measuring systems, and unit conversion.

SKILLS AND ABILITIES: A valid Brazilian's driver's license category "B" is required. Incumbent must have the ability to perform skilled work in maintenance and repair of refrigeration and related equipment.

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP;

CLOSING DATE FOR THIS POSITION: Thursday, October 10, 2013

TRADUÇÃO LIVRE



Consulado Geral dos Estados Unidos São Paulo, Brasil

**Nota Administrativa Nº: 19
Data: 27 de setembro de 2013**

Para: Todos os Interessados

De: MGT – Raymond Murphy

Assunto: Vaga - Técnico em Refrigeração (Re-anúncio)

O Escritório de Recursos Humanos do Consulado Geral dos Estados Unidos em São Paulo está procurando candidatos para o cargo de Técnico em Refrigeração para trabalhar no Escritório de Manutenção.

Início do recebimento de currículos: sexta-feira, 27 de setembro de 2013
Último dia para receber currículos: quinta-feira, 10 de outubro de 2013
Data prevista para admissão: Imediatamente, após o processo de seleção
Jornada de trabalho: Período Integral, 40 horas semanais
Grade salarial: FSN-4 R\$ 28.286,00 ao ano

DESCRIÇÃO FUNCIONAL RESUMIDA:

O Técnico em Refrigeração fornece serviços profissionais de instalação, manutenção e reparos em sistemas de ar-condicionado e refrigeração nas dependências do Consulado dos Estados Unidos em São Paulo e também nas residências oficiais.

Responsabilidades e Funções principais

Sob a supervisão do Chefe de Refrigeração, o Técnico em Refrigeração é responsável pelo trabalho totalmente qualificado de refrigeração e ar-condicionado. Participa da instalação, manutenção e reparo dos equipamentos e sistemas de refrigeração e ar-condicionado de todos os tipos, incluindo, mas não limitado a refrigeradores industriais e residenciais, freezers, equipamentos de frio, desumidificadores, refrigeradores de água, destiladores de água, a/c janela e unidades de divisão, e sistemas de ar- condicionado de água gelada. Examina equipamentos ou faz testes diagnósticos para determinar a natureza e extensão do trabalho necessário. Desmonta equipamentos e conserta ou substitui partes defeituosas, dispositivos ou componentes para reparar o defeito do funcionamento. Utiliza todas as ferramentas disponíveis com destreza.

Deve ser capaz de selecionar produtos adequadamente, gases de refrigeração, ferramentas e peças relacionadas a manutenção. As instalações devem incluir a seleção do equipamento apropriado que deve ser usado em cada situação. Deve ser capaz de selecionar, instalar, e conectar tubos de cobre e PVC em instalações A/C e de refrigeração. Deve ser capaz de selecionar e usar materiais de brasagem livres de chumbo e cádmio, e juntas livres de amiantos, tubo selante e materiais de isolamento.

Desenvolve, quando necessário: soldagem, equipamento de solda e corte e outros diversos instrumentos elétricos e de testes. Periodicamente inspeciona, testa, limpa e revisa equipamentos de HVAC. No exercício do cargo, poderá dirigir veículo automotor para transporte de equipamentos, ferramentas e materiais para os locais de trabalho.

Realiza outras funções relacionadas ao trabalho se solicitado.

REQUISITOS BÁSICOS PRINCIPAIS:

Educação - Segundo grau completo bem como cursos técnicos em refrigeração e ar-condicionado como os oferecidos pelo SENAI ou instituição semelhante.

Experiência profissional - Experiência comprovada em carteira como técnico em refrigeração. Especialização em sistemas de controle eletro-mecânicos computadorizados, resfriadores e torres de resfriamento de água

Idiomas - Nível 3 de Português (Conhecimento Intermediário) é necessário . Nível 2 de Inglês (Conhecimento Básico) é necessário. Poderá haver testes de idioma.

Conhecimentos - Conhecimento em sistema de refrigeração, instalações elétricas e regras de manutenção, sistemas eletromecânicos de medição, e conversão de unidade são necessários.

Aptidões e habilidades – Possuir a CNH Categoria “B”, válida para dirigir no Brasil. Ter habilidade para desenvolver trabalhos de manutenção e reparos de refrigeração e equipamentos relacionados à área.

Interessados devem enviar o currículo para:

Departamento de Recursos Humanos

Email: recrutamentosaopaulo@state.gov com o título da vaga; ou

Endereço de Correspondência: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; ou

PRAZO FINAL PARA O RECEBIMENTO DE CURRÍCULOS:
quinta-feira, 10 de outubro de 2013

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); **or**
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae IN ENGLISH that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

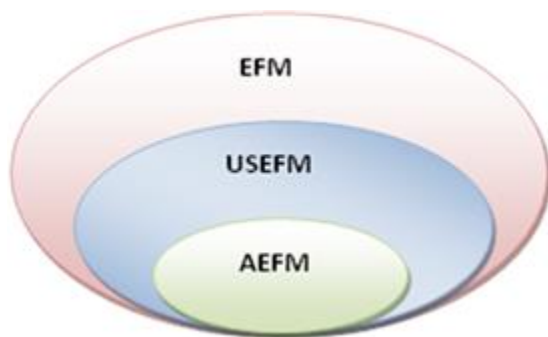
- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

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DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural

offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan ([AIT](#)), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Thursday, October 10, 2013.

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E. Branco

Cleared: J. Bournes

Approved: R. Murphy

This email is UNCLASSIFIED.